

**Council Meeting**  
**June 12, 2017**  
**7:00 p.m.**

The council meeting of Mayor and Council was held on the above date and time with Council members DeBenedictis, Carrow, Smith, and Dias present with Mayor Letterman presiding. Town Foreman Jeff Hurlock, Recording Secretary Sue Muncey, Police Chief Brian Hill, and Town Solicitor Scott Chambers, were also in attendance.

- 1. Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
- 2. Pledge to the Flag** – Mr. Dias led the Pledge of Allegiance.
- 3. Approval of Minutes** –

*Ms. DeBenedictis made a motion to approve the Town Council Meeting minutes of May 8, 2017, the Personnel Committee Meeting minutes of May 24, 2017, and the Economic Development Committee meeting of May 30, 2017 in written form. Mr. Dias seconded the motion. Motion carried unanimously.*

- 4. Approval of Income and Expense Report** –

*Mr. Dias made a motion to approve the Income and Expense Report. Mr. Smith seconded the motion. Motion carried unanimously.*

- 5. Communications** – No business
- 6. Report of the Chief of Police** – Mr. Hill had no report.
- 7. Report of the Town Foreman** – Mr. Hurlock stated settlement was made on the new Public Works building. It is moving slowly to move in. This was put on hold due to other issues at 401 Main Street. On Sunday afternoon there was a roof collapse. Main Street has been closed. Phone calls were made to Ed Ide, the Town's consultant through demolition. The owner of the building has cooperated. Two engineers, Ed Ide and Kent Construction, have deemed the building unsafe. This could potentially affect 403 Main Street and the house behind 401 Main Street. They have deemed these two structures unsafe at this time. Clayton Avenue will be closed indefinitely. Hopefully Main Street will be open tomorrow. Will look into having jersey barriers put up along Main Street in case any debris falls. This will keep it from going into the roadway. For the residents who were displaced, everyone has a place to stay except one. The Mayor and office staff has made phone calls to various agencies. The Town of Clayton is not paying for rooms. The Mayor asked Mr. Hurlock if the closure on Clayton Avenue was only to West Street or did it include East Street. Mr. Hurlock stated the closure is only to West Street. East Street has parking on one side only. Mr. Hill stated this was posted this afternoon. Mr.

Carrow stated they used East Street to respond to a fire call this afternoon. Ms. DeBenedictis wanted to thank the Public Works and Administrative staff for their hard work during this issue.

**8. Report of the Town Solicitor** – Mr. Chambers had no report.

**9. Report from Inspections/Enforcement** – Mr. Hurlock had no report.

**10. Reports from Members of Council**

- a. Report from Electric Committee** – Ms. DeBenedictis stated that a transformer blew and electric was out for two (2) hours instead of the four (4) hours that was predicted. There was an electric fault on Longwood Lane last week. Mr. Hurlock stated this was all day and affected two (2) customers.
- b. Report from Street Committee** – Mr. Smith had no report.
- c. Report from Water & Sewer Committee** – Mr. Dias had no report. Mr. Hurlock stated there has been an increase in water usage due to the heat.
- d. Report from Equipment Committee** – Mr. Smith had no report.
- e. Report from Personnel Committee** – Mr. Carrow stated we are replacing the part-time Administrative person. Interviews will be next week. Should have someone starting the beginning of July. Mr. Hurlock stated he will speak with Brian about the part-time Code Enforcement Officer. If he doesn't have anyone, we will advertise. Mr. Letterman asked about the Public Works part-time employee. Mr. Carrow stated he started two (2) weeks ago.
- f. Report from Police Committee** – Mr. Dias had no report.
- g. Report from Budget Committee** – Mr. Smith stated the mid-year budget meeting is scheduled for June 19.
- h. Report from Economic Development Committee** – Mr. Carrow stated by approving the meeting minutes of May 30, the plan was approved. Mr. Carrow gave everyone a copy of the plan. He will proceed to get cost estimates and money for the walkway phase and infrastructure. Public Works will move bushes and trees. We will hire someone to do the walkway.
- i. Report from DEMEC** – Ms. DeBenedictis stated the DEMEC dinner and meeting was on June 8. NERC explained compliance. Our part will be to give DEMEC the information that they need. We need to make sure we are in compliance. Mr. Letterman stated we need to be in compliance before joining. He asked if anyone gave the information to Sue. This hasn't been done yet. Mr. Hurlock stated NERC is short for National Electric Reliability Commission. We have to watch our fault current to the substation. We have had to replace quite a few fuses. Ms. DeBenedictis stated we are small compared to others. Mr. Letterman stated we will be penalized for down time. Mr. Hurlock stated our equipment is to be in

compliance. Mr. Letterman stated we need to replace, not put a Band-Aid on it. Mr. Hurlock stated we have tree trimming that has to be done. We will have to have someone come in and do that. Ms. DeBenedictis stated there was a vendor truck and tool show last week. It was very successful. Mr. Hurlock stated it had a lot of tools. Mr. Letterman stated DEMEC will have tools that municipalities can use when needed.

**j. Report from Board of Adjustments** – Mr. Hurlock had no report.

**k. Report from Planning & Zoning Committee** – Mr. Hurlock stated that the Comprehensive Plan is close to a public hearing.

**l. Appeals Board** – Mr. Hurlock had no report.

**11. Unfinished Business** – No Business

**12. New Business** - No Business

**13. Public Forum** – No public in attendance

**14. Adjournment**

*Mr. Carrow made a motion to adjourn the meeting. Mr. Dias seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:16 p.m.*

Recording Secretary,

Sue Muncey